

Council of University System Staff  
 September 25, 2012  
 University of Baltimore  
 Business Center, Room 143  
 1420 N. Charles Street  
 Baltimore, MD 21201

Primary	Institution	Alternate	Institution
Marie Meehan	BSU	Trish E. Johnson	BSU
Mi'Shaun Stevenson	BSU (Vice-Chair)	Karen Tyler	BSU
Jesse Ketterman Jr.	FSU	Paul Gasior	SU
Lisa Gray	SU	Jayne French	TU
Mary Hickey	TU (Member-at-Large)	Bill Crockett	UMB
Brenda Yarema	TU	Dave Delooze	UMB
Nancy Bowers	UMB (Co-Secretary)	Joel DeWyer	UMBC
Gynene Sullivan	UMB (Chair)	Dana Wimbish	UMCP
Kathlyn Miller	UMBC	Debby Mathis	
Brian Souders	UMBC (Co-Secretary)		
Willie Brown	UMCP	Guests	
Dolores Jackson	UMCP (Member-at-Large)	Karen Schulz	UB
Sister Maureen Schrimpe	UMCP	Provost Joseph Wood	UB
Rena Finney	UMES		
Calynn Offer	UMUC	Chancellor's Liaison to CUSS	
Anthony Scorsune	UMUC	Rosario I. van Daalen	USMO

1. Welcome and Introductions

Former CUSS member and former Co-Secretary Karyn Schulz offered brief introductory remarks, and introduced Provost Joseph Wood, central to restructuring of shared governance at UB.

Provost Wood. January/February 2013 projected opening for Law School, hopefully fully completed and operable by Summer 2013. New residence hall (not-UB owned) opened this time last year, now 95% occupied. Have highest enrollments ever at 6600 and largest freshman class ever. For the first time ever, they are being ranked by US News and World Report. Had almost 50 students participate at "Start-Up America," new business and entrepreneurship program.

Gynene went round the table for introductions and established meeting protocol by requesting that cell phones be turned off and to keep on-line/e-mail communication to a minimum during the first hour to devote full attention to the matters at hand.

2. Approval of August minutes. Minutes approved with no corrections.
3. Chair's Report. Gynene Sullivan

Chancellor's Council Meeting. Meeting held on September 4, 2012. Amelia Arria, statewide meeting to reduce college drinking for all colleges/universities in Maryland. Generate a set of resources for all colleges. Aim to produce tools that each campus can use in its own way. Asked that four college presidents to volunteer to serve on committee.

CUSF. Jay Zimmerman is new CUSF Chair. New policy on academic freedom first order of agenda.

SGA is coordinating with P.J. Hogan to thank Governor for his support on higher education, but also to express concerns for tuition and fee structures vis-à-vis affordability. Also concern over Dream Act, and issue regarding on-line voter registration.

CUSS Executive Committee had a conference call about upcoming meeting with Chancellor Kirwan on September 26. Will discuss our 2012-2013 goals with Chancellor Kirwan, and ask his advice on how to be the second party at the table when it comes to negotiations for state employee benefits.

BOR meeting: first meeting will attend is this Friday, September 28.

- CUSS/CUSF/USMSC Joint Meeting. Meeting will take place on November 13 at Bowie State University. UMCP will now host January meeting. Invitation extended to Governor. Floor was opened to possible items for the agenda for that discussion. One possible BOR item will be session regarding upcoming Legislative session and budget. There is a feeling that the existing shared governance system, while not broken, may be in need of improvement. Is there a feeling that a discussion may be warranted?

Joel DeWyer. It would be useful to know best practices from all USM Institutions, priorities that we may be able to invest in together.

Debby Mathis. Perhaps we need a discussion on a lack of cohesion of USM policies and implementation on individual Institutions.

Brenda Yarema. Regarding implementation of policies. Are the policies even standard among USM Institutions?

Joel DeWyer. It is written into the overall USM guidelines that individual Institutions simply need to implement a policy.

Gynene Sullivan. Asking Rosario van Daalen, is there dialogue among HR heads on the issue of consistency?

Rosario van Daalen. There is dialogue among the Institutions, which she will expand on during her report.

Gynene Sullivan. Will also attend Board of Regents retreat on October 6, where a discussion about board governance will be had.

First draft of newsletter is almost done, and first draft of new web site has also been completed, wants to have draft done and complete by the time of our next meeting

Mi'Shaun Stevenson. Many changes have been made to the CUSS web site. There have also been many changes to the list of discounts and services offered at the Institutions and compiled by CUSS, but now completely outdated. We want to make certain that all information is up to date and is shared among CUSS representatives and our constituents.

Rosario van Daalen. Perfect timing for updating of site with Pat Kramer at USMO, given her busiest season is approaching.

Mary Hickey. Are all the benefits identical at each Institution? Is there a way to group them together for common USM "benefits?"

Rosario van Daalen. There is a difference between standard state-provided benefits and the USM-related discounts, services and freebies. However, if an Institution offers a "benefit" to its employees, it should go through the USMO and follow the State's bidding process.

Dave Delooze. In talking to local business, don't just ask for state discounts, but also for university discounts.

Karen Tyler. Where is the listing on the CUSS site?

Mi'Shaun Stevenson. Listed under Discounts and

Services. Trish Johnson. How are these discounts listed?

Mi'Shaun Stevenson. It looks like an Excel spread sheet with individual Institution's discounts.

Gynene Sullivan. And every single Institution may offer different services or discounts.

Willie Brown. Please note that if your Institution does not list a service or discount, but another one does, it is always possible that it may apply for all.

#### 4. Chancellor's Liaison to CUSS Report. Rosario van Daalen

Rosario van Daalen. Some of the questions she receives from employees from the various Institutions lead her to believe that this may need to be the time to sit back and talk. CUSS members need to communicate with their Presidents as under Shared Governance you are advisors and have an open door for communication with them. Also, introduce yourselves to our Institutions' members of the Systemwide Human Resources Committee (SHRC) heads of HR. There may be information on Staff-related issues that are not being shared. Since 2001, we are in a collective-bargaining environment. CUSS is responsible for addressing the interests of the "excluded" Staff which has become a big concern since USM policies have now changed under the various Institutions' MOUs negotiated with the unions. Under State law, unions have limitations on what they can do: not permitted to strike, and until a year ago, not permitted to collect a service fee. A year ago, the law was changed for the State unions who have been collecting a service fee since July 2011. It has not changed yet for the USM unions.

Mi'Shaun Stevenson. Do you encourage SHRC members to meet with us?

Rosario van Daalen. Yes, and have always done so, but there have been changes in the SHRC membership, just as there are new CUSS members. They need to be brought up to date on the CUSS membership when changes occur at your Institutions.

Rosario van Daalen. An example at UMCP where the collective bargaining unit negotiated bereavement leave for union members, they got a better benefit, and then that improvement was applied to the “excluded” (not represented by the union) employees. CUSS thinks the presence of shared governance needs to float up to the surface more/stronger than it does. If something is going to impact “excluded” Staff, CUSS needs to be involved.

In recent years we have had new members in the SHRC who may not be aware of CUSS and shared governance. CUSS members could invite SHRC members to a Staff senate meeting at their Institution. It’s a form of continuous partnership building. Seven Institutions are part of the Nonexempt coalition (Bowie, Coppin, Frostburg, UB, UMBC, UMUC, and UMES). USM (Vice Chancellor Vivona and attorneys negotiate the MOU with the union). The current MOU expires July 2014. They have now started to meet to renegotiate. Leave issues in general will be reviewed and the unions are looking for improvements.

Rosario van Daalen. Everyone is now looking at issue of eldercare. Perhaps expand use of sick leave for eldercare, currently employees may use 15 sick days per year to care for a sick family member. There is the possibility of eliminating limits on the use of sick leave for family members. USMO is currently writing a Q and A for parental leave.

Mi’Shaun Stevenson. Given differing definitions of family care, how does the eldercare issue fit in?

Rosario van Daalen. UMCP’s eldercare program, provided through EAP may be an ideal model to follow.

Jayne French. FMLA provides all of these kinds of care. It depends entirely upon state and employer; she was paid for her time away.

Rosario van Daalen. It may be helpful to look at the USM policy on FMLA and become familiar on the applicability and the family members covered for the employee to provide the care.

Bill Crockett. FMLA protects job holder, but administration of leave depends on employer.

Rosario van Daalen. One of her biggest frustrations is the lack of succession planning everywhere: at the USM, State agencies (DBM-Employee Benefits Division and State Retirement, CPB), Benefits Vendors. As of late, there have been numerous errors that have surfaced with the many changes of employees who have retired or left employment at those locations. Numerous hours have been spent on correcting errors. Documentation on procedures is essential for posterity at everyone’s desk/work site.

New Maryland state law, “Termination with prejudice.” Effective October 1, 2012. Any State of Maryland employee who is terminated for an egregious reason will have their name posted on state-wide data base managed by the Department of Budget and

Management (DBM). We are not permitted to hire individuals found on that list starting October 1. The USM has asked DBM for a definition of the behavior that would warrant this.

Mi'Shaun Stevenson. With October 1 being so close, why has no one been told of it?

Rosario van Daalen. The bill was heard by the General Assembly during the 2012 legislative session. The law was passed and the USM was included without a choice. During the summer the USM had to wait for DBM to provide a definition of the program, procedures, guidelines and the set-up of a secured web data base for use by all the State agencies. Considering that the USM is mandated to participate; now internally the USMO-HR is having discussion with VPs and Presidents to set up institutional procedures for determining what makes an employee eligible for this kind of extreme punishment, and what kind of appeal may be possible.

Gynene Sullivan. Why does the State of Maryland need this, when many are required to go through a background check?

Rosario van Daalen. Background checks are not being implemented consistently for all employees across the State. Additionally, they are very expensive.

Marie Meehan. Would this happen before October 1? No.

Rosario van Daalen. On-call and call-back pay rates in recent years have been addressed through the regional Institutions' MOUs and the rates are no longer the same across the USM. After discussions at the SHRC, it has been proposed that the establishment of the rates be delegated from the Chancellor to the Presidents so that if an Institution does not have union representation, this topic won't be left unattended and out of date with market rates.

Terminal leave/Period of Notice. Predominantly for faculty members and certain upper-level administration/Exempt jobs. We have been advised by the AGs Office that under IRS regulations we are not implementing this leave correctly for tax purposes.

Willie Brown. Can you define this terminal leave?

Rosario van Daalen. It is similar to a severance package.

Also, work is underway to develop Meet and Confer guidelines; applies to faculty not Staff and is largely for graduate assistants and adjunct faculty; it is perceived as a precursor of collective bargaining that could evolve into a union.

Dave Delooze. We recently had a maintenance Staff employee who passed away; his widow had major problems in finding out what her survivor's benefits are. Should there not be a death-benefit advocate at the Institutions that they can turn to so that is not necessary to get USMO involved?

Rosario van Daalen. Agreed this was an excellent suggestion. Many of the Benefits Coordinators are already doing this but it is not standard across the institutions. Employees should always seek assistance from their Institutions' HR Offices first.

5. Old Business/New Business. Gynene Sullivan

Old Business. No one reported any old business.

New Business. Sister Maureen Schrimpe. Chancellor's Salary guidelines on Staff/Faculty Retention for 2013 and serious compensation disparities - this type of adjustment not available to UMCP staff except for extraordinary circumstances.

Rosario van Daalen. Each President is limited to provide the Retention increases to a 5% of their employees. during the full fiscal year. This is an Institutions' matter that has to be addressed internally.

Sister Maureen Schrimpe. We have.

Dolores Jackson. Is it 5% of department, or 5% of institution?

Rosario van Daalen. 5% of the institution's employees (Staff and Faculty).

Bill Crockett. Must there be an offer letter in hand?

Rosario van Daalen. No, the policy was designed to consider competing offers made if the Institution considers the employee to be Operationally Critical.

Mi'Shaun Stevenson. While it is the 2<sup>nd</sup> year of staff retention, are there numbers of how many Staff have taken advantage of this policy since it was implemented.

Rosario van Daalen. The numbers have been reported to the Chancellor's Council, but Rosario does not have them off the top of her head.

Willie Brown. It has been discussed at Chancellor's Council, very few from last year, and they expect few this year as well.

Debby Mathis: This policy is written for the health of the Institution, not the benefit of the individual employee.

Gynene Sullivan. Every two years there is a review of Exempt and Nonexempt salary structure. Recently these structures have not been updated due to the budget situation.

Rosario van Daalen. Correct, and this past July 2012, based on the Biennial Exempt Market Salary Survey' recommendations, the Exempt salary structure was increased and the salaries increased for those employees whose salaries were below the new minimums. This was discussed with CUSS during the Spring 2012 months.

Nancy Bowers. Do Institutions' HR Offices post this information? How do the Institutions' communities know this information?

Rosario van Daalen. It should be at Institutions' HR sites. The revised salary structures are posted on the USM webpage under HR.

Gynene Sullivan. Reminded everyone to submit their institution's numbers for Staff who are excluded from collective bargaining.

No other new business.

6. Committee reports. Gynene Sullivan

We will break into committees for the remaining time of the meeting. Each Committee will have call-in numbers for conference calls. We will reconvene at 1:45 after meetings.

Benefits/Compensation: Kathy Miller is Chair.

Communication. Tony Scorscune is Chair.

Community Outreach. No chair elected, will do with conference call.

Legislative Affairs. Roy Ross will be chair if he accepts.

CUSS Executive Committee: Gynene is Chair.

7. Confirm next meeting date/time. Gynene Sullivan

Next meeting is confirmed for Frostburg State University, Tuesday, October 23. Jay will send out hotel and confirmation information.